## PICASA BASICS

## Add your photos

Use Picasa to view photos already on your computer, or to import photos from your camera.

#### Add photos already on your computer

Once you've [downloaded and installed](http://support.google.com/picasa/bin/answer.py?answer=106563) Picasa, you have total control over the photos that Picasa displays. Picasa shows you the photo and video [file types that you tell it to find](http://support.google.com/picasa/bin/answer.py?answer=11304), in the [folders that you tell it to search](http://support.google.com/picasa/bin/answer.py?answer=11511).

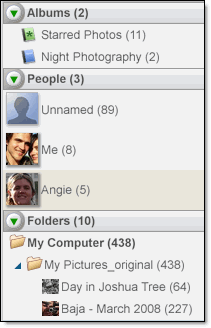
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| **Control the folders that display** | **Control the file types that display** |
| Click **Tools > Folder Manager** to control which folders are displayed: | Click **Tools > Options** (PC) or **Picasa > Preferences** (Mac) to control which file types are displayed |
| http://www.google.com/help/hc/images/picasa_156341_folder_manager.gif | http://www.google.com/help/hc/images/picasa_156341_file_types.gif |

#### Import new photos

Of course, not all your photos reside on your computer. You can import photos into Picasa from many sources, including cameras, CDs, memory cards, scanners, webcams, and more. Photos you import are saved on your computer and displayed automatically in Picasa.

1. In Picasa, click **Import**.
2. Select the source of your new photos (e.g. your camera) from the 'Import photos from' drop-down menu at the top.
3. Select the destination folder on your computer for your new photos, from the 'Import to' drop-down menu at the bottom.
4. If you'd like to upload the photos you're importing to Picasa Web Albums at the same time, select the 'Upload' checkbox.
5. Select the specific photos you'd like to import and click **Import Selected**, or click **Import All** to import all the photos displayed.

**Organize your photos**

The folder list on the left is the hub for Picasa organization. By scrolling through this list, you can access all photos displayed by Picasa. To understand Picasa organization, you need to understand the following three collections:

* **Folders**  
  Folders in Picasa represent the folders on your computer. You [control the folders](http://support.google.com/picasa/bin/answer.py?answer=11511) that are scanned and displayed by Picasa. Changes you make to folders in Picasa affect the corresponding folders on your computer's hard drive. For example, if you delete a photo in a Picasa folder, that photo is also deleted from the computer.
* **Albums**  
  Unlike folders, albums exist only in Picasa. Albums allow you to create virtual groups of photos taken from multiple folders on your computer. Albums display those photos without actually moving the photo -- it's like a playlist for photos. When you delete or move photos from an album, the original files remain in their original folders on your computer.
* **People**  
  In this collection, you can organize your photos by what frequently matters most -- the people in them. Picasa uses facial recognition technology to find and group similar faces together across your entire collection of photos. By [adding name tags](http://support.google.com/picasa/bin/answer.py?answer=156272) to these groups of faces, new people albums are created. These people albums are just like the albums above: when you move or delete faces, the original files stay put.

**Two things to know**

The Picasa software provides a simple way to view, edit, and organize the photos on your computer. As you get started, there are two things you should always remember:

* **Picasa does not store the photos on your computer.**  
  When you open Picasa, it simply looks at the folders on your computer and displays the photos it finds. It displays the file types that you tell it to find, in the folders that you tell it to search.
* **Your original photos are always preserved.**  
  When using editing tools in Picasa, your original files are never touched. The photo edits you make are only viewable in Picasa until you decide to save your changes. Even then, Picasa creates a new version of the photo with your edits applied, leaving the original file totally preserved.

## Edit photos

Picasa provides a variety of fixes and effects to you improve almost any photo or to create something totally unique. Double-click a photo to find five tabs full of tools:

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| **Basic Fixes** | **Tuning** |
| Make simple edits -- such as cropping, straightening, removing redeye, retouching blemishes, or adding text -- to your photos. Or click **I'm Feeling Lucky** to try Picasa's all-in-one lighting and contrast fix. [Learn more about Basic Fixes](http://support.google.com/picasa/bin/answer.py?hl=en&answer=93403) | Use the sliders to adjust the color and lighting aspects of your photo to produce a more visually enhanced image. [Learn more about Tuning](http://support.google.com/picasa/bin/answer.py?hl=en&answer=93406) |
| http://www.google.com/help/hc/images/picasa/picasa_93403_basic_fix_en.jpg | http://www.google.com/help/hc/images/picasa_93406_tuning_two.jpg |

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| **Effects** | **Picnik Effects** |
| Choose from 12 effects to make your photos more interesting: Sharpen, convert to sepia or black and white, warm the photo, apply tint, saturate the colors, and more. [Learn more about Effects](http://support.google.com/picasa/bin/answer.py?hl=en&answer=93407) | Editing tools powered by the good people at Picnik. We've built two tabs worth of Picnik effects - like Vignette, Orton-ish, Cross Process, and Comic Book - directly into the Picasa software. [Learn more](http://support.google.com/picasa/bin/answer.py?hl=en&answer=93407). |
| http://www.google.com/help/hc/images/picasa_93407_effects_two.jpg | http://www.google.com/help/hc/images/picasa/picasa_156342_picnik_effect_en.jpg |

**Upload using Picasa Web Albums**

Follow these steps to upload photos and videos from within Picasa Web Albums:

1. Sign in to Picasa Web Albums at <https://picasaweb.google.com>
2. Click **Upload**.
3. Set your album title or select an existing album to add to.
4. Click **Choose photos to upload**.
   * Select multiple photos from the same folder: Press the **Ctrl** key (Windows) or the **Command** key (Mac) on your keyboard while clicking photos.
   * Select all photos in a folder: Use the keyboard shortcut **Ctrl-A** (Windows) or **Command-A** (Mac).
5. After the images upload, hover over a thumbnail to add a caption, zoom, rotate, or delete within the upload screen.
6. Click **OK**.

New albums will be visible to only you until you share them.

You have 1 GB of [free storage in Picasa Web Albums](http://support.google.com/picasa/bin/answer.py?answer=1224181), although photos and videos under certain sizes don't count towards this storage.

Here's how to share to Picasa Web Albums:

1. In Picasa, [select the photos](http://support.google.com/picasa/bin/answer.py?answer=19579) you'd like to upload.
2. Click the **Share** button.
3. Select an album or click **New** to create a fresh one.
4. [Choose a visibility level](http://support.google.com/picasa/bin/answer.py?answer=39551).
5. [Choose an upload size](http://support.google.com/picasa/bin/answer.py?answer=106867).
6. Add email addresses for the people you'd like to share with. They'll receive an invitation to view your photos in Picasa Web Albums.
7. Click **Upload**.

## Discover more features

If you've read this far, you're familiar with the basics of Picasa. As you become a power user, here are some of the features for you to explore:

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| http://www.google.com/help/hc/images/picasa/picasa_43901_kennedy_export.png | [**Resize photos**](http://support.google.com/picasa/bin/answer.py?answer=13821): One of the most popular -- and most hidden -- features of Picasa is the ability to resize photos. Use the **Export** button to quickly resize your photos. |
| http://www.google.com/help/hc/images/picasa/picasa_43901_kennedy_collage.png | [**Make a collage**](http://support.google.com/picasa/bin/answer.py?answer=19539): Make a collage and share it with your friends and family. Experiment with six different types of collage, and maintain total control over your collage content and layout. To add this button to your photo tray, click **Tools > Configure Buttons**. |
| http://www.google.com/help/hc/images/picasa/picasa_43901_kennedy_movie.png | [**Use Movie Maker**](http://support.google.com/picasa/bin/answer.py?answer=19533): Combine your photos, videos, and music into a movie and upload it directly to YouTube. You can also [trim existing video files](http://support.google.com/picasa/bin/answer.py?answer=106195). To add this button to your photo tray, click **Tools > Configure Buttons**. |
| http://www.google.com/help/hc/images/picasa/picasa_43901_kennedy_blogger.png | [**Upload to Blogger**](http://support.google.com/picasa/bin/answer.py?answer=31292): Use the BlogThis! button to post photos directly from Picasa to Blogger. To add this button to your photo tray, click **Tools > Configure Buttons**. |
| http://www.google.com/help/hc/images/picasa/picasa_43901_kennedy_print.png | [**Print photos**](http://support.google.com/picasa/bin/answer.py?answer=11212): Use the **Print** button to print your photos at home. |
| http://www.google.com/help/hc/images/picasa_156359_tags_icon.gif | [**Add tags**](http://support.google.com/picasa/bin/answer.py?hl=en&answer=106209): Tags are like keywords. By applying single or multiple-word tags in Picasa, you can quickly search and locate photos. The Tags tab offers quick tags, tag counts and the ability to manage your tags. |
| http://www.google.com/help/hc/images/picasa_156359_geotag_icon.gif | [**Map photos**](http://support.google.com/picasa/bin/answer.py?answer=161869): Use the **Maps** tab in Picasa to embed latitude and longitude information into the EXIF data of your photo file. This geographic data accompanies your photo when you upload it to Picasa Web Albums. |
| http://www.google.com/help/hc/images/picasa_156359_sync.gif | [**Sync to Web**](http://support.google.com/picasa/bin/answer.py?answer=106176): When you enable **Sync to Web** in Picasa for a folder or album, edits made to your photos in Picasa are reflected immediately in the corresponding album in Picasa Web Albums. |
| http://www.google.com/help/hc/images/picasa_156359_captions.gif | [**Add captions**](http://support.google.com/picasa/bin/answer.py?hl=en&answer=15055): Adding captions can help tell the rest of the story. While editing a photo, click the text below that says 'Make a caption!'. Captions are displayed in Picasa, Picasa Web Albums, and other IPTC compatible programs. |
| http://www.google.com/help/hc/images/picasa_156359_picasa_backup.gif | [**Back up your collection**](http://support.google.com/picasa/bin/topic.py?topic=1689654): Protect those precious memories. Use Picasa to [back up your photos to an alternate drive](http://support.google.com/picasa/bin/answer.py?answer=18393) or [back up your photos to a CD or DVD](http://support.google.com/picasa/bin/answer.py?answer=11068). |